

Understanding Foreign Travel



Earth Sciences Division **Foreign Travel Training**

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What is foreign travel?

Approved travel (whether fully or partly on Official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return OR travel between foreign countries by persons, including foreign nationals, whose salaries and/or travel expenses will be ultimately funded in full or part by DOE/NNSA from it's appropriations.

Official foreign travel also includes travel funded by non-DOE (work for others) sources for which the traveler represents DOE or conducts business on behalf of the U.S. Government.



Funding Sources



Office of Energy Efficiency & Renewable Energy (EERE)



Office of Environmental Management (EM)



Office of Fossil Energy (FE)



Office of Nuclear Energy (NE)



Office of Science (SC) + Non-DOE/Work for Others








Office of Civilian Radioactive Waste Management (RW)



Funding Sources

- How do I know what DOE program office is being used for travel?

Project Information							Customize Find 		First 	1 of 1		Last
	Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code						
1	PAT052	<input checked="" type="checkbox"/>	100.00	KA1101020	PH	OPEXP						

B+R Classification



Program Specific Guidance (EE)

The DOE Office of Energy Efficiency and Renewable Energy has the following requirements before accepting a foreign travel request for review:

- **Authorization is submitted 30 days prior to departure (45 days depending on the EERE program funding travel)**
- **Provide previous EERE Foreign Trip Report**
- **Provide name, phone number and email address of DOE Program Manager under the "Trip Comments" section in TREX**

Post foreign trip reports are required!



Program Specific Guidance (EE)

Additional requirements within DOE's EERE Program

- **Conference/Meeting Agenda**
- **Presentation/Paper**
- **Daily Calendar/Summary of Events**
- **Letter of Invite from Host or DOE-HQ Program Manager**

Please email supplemental documents to:

Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov

Program Specific Guidance (EE)

How do I know which EERE Program Office is APPROVING travel?

- **DOE Program manager supporting travel**

<http://phonebook.doe.gov>

Lafrance, P. Marc (Marc)

Phone: 202-586-9142

Fax: 202-586-4617

Route Symbol: EE-2J

Building: LENF950

Location: WASHINGTON DC

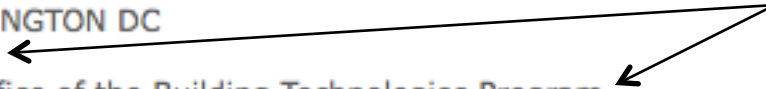
Routing: EE-2J

Organization: Office of the Building Technologies Program

Title: GENERAL ENGINEER

Internet Address: marc.lafrance@ee.doe.gov

Supporting program



Program Specific Guidance (EM)

The DOE Office of Environmental Management has the following requirements before accepting a foreign travel request for review:

- Authorization is submitted 45 days prior to departure
- Complete an 11-point criteria memorandum
- Provide letter of invite
- Provide copy of paper or presentation (if applicable)
- Provide name, phone number and email address of DOE Program Manager under the "Trip Comments" section in TREX

Please email supplemental documents to:

Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov

Post foreign trip reports are required!

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Program Specific Guidance (FE)

The DOE Office of Fossil Energy has the following requirements before accepting a foreign travel request for review:

- **Must be submitted: 30 days in advance for non-sensitive travel; 45 days in advance for sensitive travel**
- **Complete a 5-Point Justification document**
- **Provide a detailed airline/rail itinerary**
- **Provide PDF version of presentation/paper to be presented (if applicable)**
- **Provide Letter of Invite from host**
- **Provide name, phone number and email address of DOE Program Manager**
- **Provide copy of meeting agenda (if applicable)**



Program Specific Guidance (FE)

Please email supplemental documents to:

Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov

- Fossil Energy will not accept an incomplete request. If your request is submitted on-time, but *missing* documentation or detail, please prepare a Late Justification Waiver.
- Post foreign trip reports are required for this program office and must be submitted within 30 days of your return



Program Specific Guidance (FE)

How do I know which FE Program Office is APPROVING Travel?

- **Fossil Energy subject matters determine the approval routing.**

Program	FE-22	FE-26	FE-27	FE-30	FE-40
SUBJECT MATTERS	Fuel cells; SECA; Distributed Generation; Clean Coal Power Initiative CCPI; ; Oxygen Membrane Technology; Carbon Sequestration (Geological; FutureGen; Turbines Gasification; Integrated Gasification Combined Cycle IGCC; Hydrogen Membrane Technology; Coal Liquefaction	Planning & Environmental Analysis	Carbon Sequestration Leadership Forum	Oil and Gas	Strategic Petroleum Reserves



Program Specific Guidance (NE)

The DOE Office of Nuclear Energy has the following requirements before accepting a foreign travel request for review:

- Authorization is submitted 30 days prior to departure
- Provide letter of invite from host
- Provide copy of paper or presentation (if applicable)
- Provide name, phone number and email address of DOE Program Manager under the "Trip Comments" section in TREX

Please email supplemental documents to:

Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov

Post foreign trip reports are required!



Program Specific Guidance (SC)

The DOE Office of Science (OSC) has the following requirements before accepting a foreign travel request for Review:

- Authorization needs to be submitted 30 days prior to departure for travel to a non-sensitive location, 45 days prior for travel to a sensitive location, and 60 days prior for travel to a terrorist sponsoring country (T-4).
- Non-DOE travel authorizations require a 30 day submission

DOE Foreign Trip reports are *not* required for this program, however, *may* be requested by the U.S. Department of State when travel is to a sensitive or T-4 country.



Program Specific Guidance (RW)

The Office of Civilian Radioactive Waste Management has the following requirements before accepting a foreign travel request for review:

- **Authorization is submitted 30 days prior to departure**
- **Provide letter of invite from host**
- **Provide copy of paper or presentation (if applicable)**
- **Provide name, phone number and email address of DOE Program Manager under the "Trip Comments" section in TREX**

Please email supplemental documents to:

Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov

Post foreign trip reports are required!



Foreign Authorizations in TREX

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Host Name	Host Phone	Affiliated Institution	Hotel/Accommodations Name	Hotel / After Hours Phone						
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	In country	In Country	In Country	Local Hotel/GuestHouse	Phone	+	-				
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA						+	-				

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Conference Name	Conference Role	Conference URL								
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Event Name	Event Role	www.conference.com	+	-						
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA				+	-						

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Purpose										
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Activities to be conducted. Min 650 char, max 1500 char	+	-								
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA		+	-								



Foreign Authorizations in TRES

▼ Travel Authorization Estimate

M&IE	1,475.50	+ Lodging	1,506.00	+ Misc	<input type="text" value="500.00"/>	= Total Non-Air	3,481.50
						Total Air	<input type="text" value="1,200.00"/>
Paid By Others (Informational Only)		<input type="text"/>	Update Estimated Costs				
						Total Amount	4,681.50

Please document any costs paid or to be paid by another institution by using the “Paid By Others” box. Please provide the name of funding institution in the “Trip Comments” section.

Foreign Authorizations in TRES

Elijah Walker III

Employee ID: 003583

Travel Auth ID: NEXT

General Information

Trip Name: FTMS Training Authorization

LBNL Trip #

NEXT

Begin Date: 12/01/2010

End Date: 12/07/2010

Trip Type: Foreign

Business Purpose: Conference

Trip Description and Benefit

Trip Comments

Trip benefit should be a minimum 230 characters not to exceed 1000 characters.

Provide Program Manager Info

Paid by Others Info

Any trip related comments for Division Approver or Travel



Foreign Authorizations in TREX

Will the salary be paid from the same project number? If no, please provide a salary project ID.	<input type="radio"/> No <input checked="" type="radio"/> Yes	Project ID <input type="text"/>
Are you using WFO Crada or Royalty funds?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Justification statement for delayed submission,if applicable	<input type="text"/>	
Are you taking DOE or Lab owned Electronic Media Equipment ?	<input type="radio"/> No <input checked="" type="radio"/> Yes	

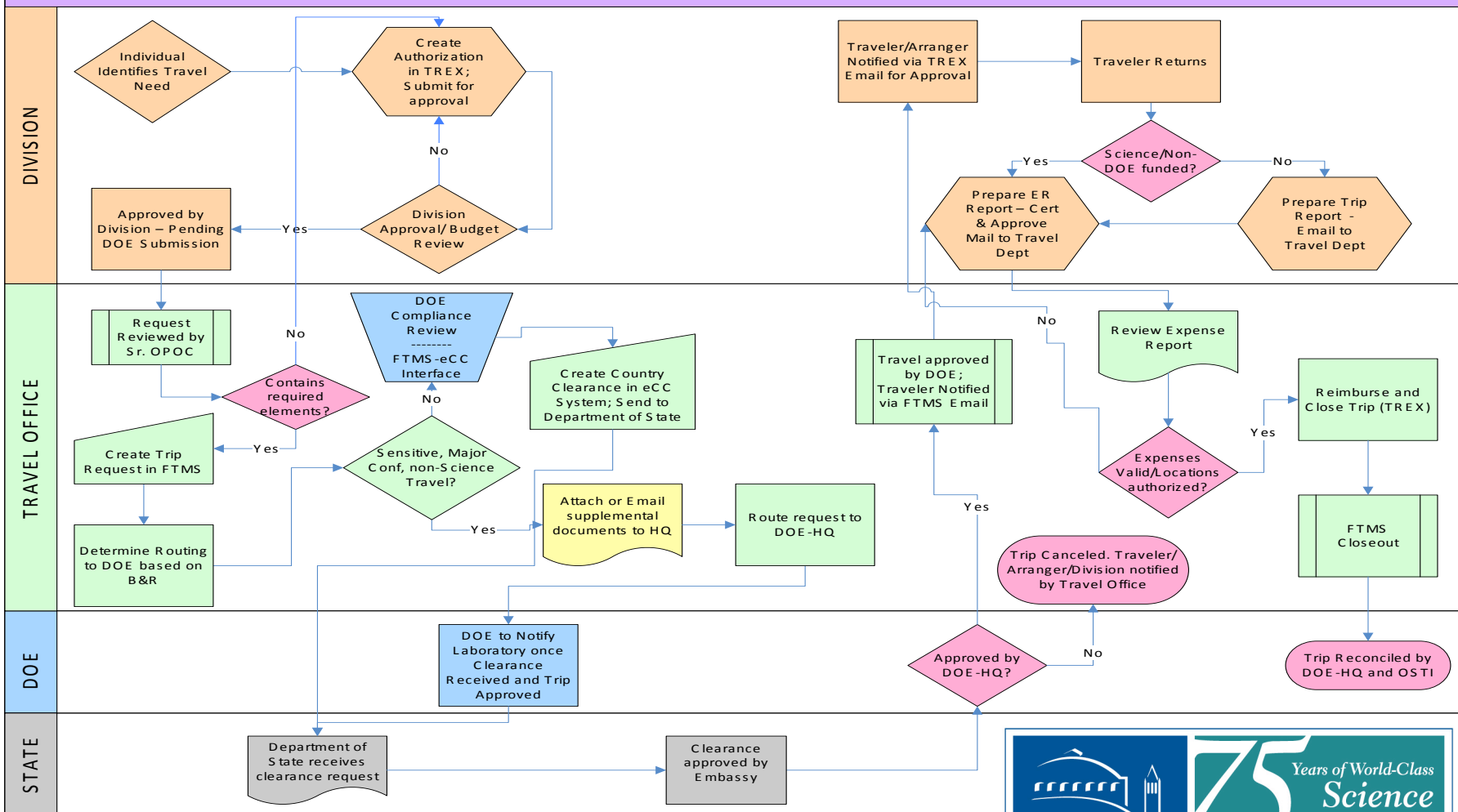
Example of Electronic Media Equipment are Laptops, external hard drives, blackberries, pen drives/memory stick CRYPTOcards, PDAs, portable printers, digital cameras, cell phones, security equipment, radiation detection equipment, power tools, power supplies/converters/transformers, water equipments etc.

DOE Mandate For All Foreign Travel : Disclosure Of All Lab Owned Electronic Media Equip				
Customize Find 1 of 1 First Last				
	DOE Equipment Id	Description	Property ID	
1	<input type="text"/>		<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



Foreign Travel Approval Process

FOREIGN TRAVEL APPROVAL PROCESS (CURRENT)



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US Department of State

Please provide Travel Services with a copy of the airline itinerary for all foreign travel requests which include:

Singapore
Germany
New Zealand
Switzerland

China
Chile
Russia

- Name of airline
- Flight Numbers
- Departure point (including date/time)
- Arrival point (including date/time)
- *This also includes connecting flights in any of the locations above which are in excess of 6 hours.*

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: TravelPolicy@lbl.gov



US Department of State

Please provide Travel Services with detailed hotel information for all foreign travel requests which include:

New Zealand

Russia*

Chile

- **Name of Hotel**
- **Phone number**
- **Lodging dates**
- **Address**
- **Confirmation**

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: TravelPolicy@lbl.gov

- ***If lodging location is not on DOE-M list**



US Department of State

Effective 1/1/11

The US Department of State requires all travelers (federal and federal contractors) who are on Official business in excess of 30 Days to take SAFE Training.

What is SAFE Training?

Serving Abroad for Families & Employees

Where is SAFE Training conducted?

SAFE Training is now available online with NO tuition fees

How long will it take to complete this online course?

The many users can complete course in 6-8 hours



International Updates

Effective 2/15/11

Visitors to the Russian Federation must register their visit within 3 days of arrival.

- **Registration form is required at time of departure from Russia**
- **Copy of hotel receipt must accompany registration form**
- **Travelers attempting to depart without form may be subject to further questioning and/or fined**
- **Travelers staying at a hotel can be registered at the front desk**
- **Travelers lodging in a non-commercial facility must register at the local police precinct or FMS office (commonly known as OVIR)**

Please contact EWalker@lbl.gov for more information.



Vacation Guidance

Vacation Guidelines for EERE, FE, and NE:

1. Case-by-case approval by approving DAS/official;
2. Maximum 1-week for any trip of a 7-14 day duration;
3. For trips < than one week, 1-2 days maximum; and
4. All subject to traveler having sufficient leave balance

Vacation Guidelines for SC (including WFO):

1. Travelers are permitted (1) day vacation for (1) day of business. This does not include non-working weekend days.

Vacation Guidelines for EM and RW:

1. Personal time must be pre-approved by DOE Program manager. Typically (1) day vacation for (2) days of business.



Revisions and Cancellations

- Please notify Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov with ANY changes or cancellation of foreign trip.
- Project ID cannot be changed once authorization has been DOE Approved; Resource adjustment will be required once approved.
- What changes will require DOE approval?
 - Project ID (if B&R code is different)
 - Adding new a country
 - Date changes in excess of +/- 3 days
 - Expenses exceed authorization estimates by 25%
 - Excessive vacation or vacation which was not pre-approved



Trip Reports and Abstracts

- The post-travel trip report is required for foreign travel when salary and/or travel expenses are funded from DOE. The trip report should be submitted to the Travel Department within 30 days after the completion of travel.
- What is an abstract?
 - Major highlights, benefits of travel, and results of meetings and/or experiments.
- Foreign Trip Report Guidance
 - http://travel.lbl.gov/foreign/foreign_tripreports.html



Travel Resources

- **Travel Services Webpage**
 - <http://travel.lbl.gov>
- **Foreign Travel Information Center**
 - <https://commons.lbl.gov/x/e4CCAQ>
- **Foreign Travel & Change of Station**
 - Elijah Walker – 495.2483
 - Lonnette Robinson – 486.5403
- **Travel Services**
 - 486.4500

